



4th of July

Delray Beach



Vendor Application

July 3, 2021 | Pompey Park

www.July4DelrayBeach.com



VENDOR FACTS AND INFORMATION

Vendor Opportunity

The City of Delray Beach is offering vendors, merchants, and exhibitors an opportunity to engage and interact with our event audience during the Uncle Sam Jam at Pompey Park on July 3, 2021.

Event Overview

Our Independence Day celebration is a Delray Beach tradition, but will look a little different this year due to COVID-19. The City is offering a fun, family event at one of the area's largest parks to celebrate the day. This is part of a weekend-long list of activities throughout the City. Uncle Sam Jam will include live entertainment, children's activities, food and merchandise vendors, pool games, strolling jugglers and magicians, and fun for the entire family!

Event Specs

Date: July 3, 2021
Event Time: 10:00 am—1:00 pm
Set-Up: 8:30 am – 10:00 am
Tear-Down: 1:00 pm—3:00 pm
Event Location: Pompey Park, 1101 NW 2nd Street, Delray Beach, 33444

Event Setup

You will receive a site map with your designated location and load in directions one week prior to the event.

Please secure your own volunteers or staff that will help facilitate load in/out as event staff will be unable to assist. (Hand carts, dollies and boxes are recommended).

Load-out

Vendor may not close before 1:00 pm and/or load-out until released by area vendor coordinator.

Vendor Coordinator Nan Krushinski, KrushinskiN@MyDelrayBeach.com, 561-243-6209

Event Website July4Delraybeach.com



VENDOR & EXHIBITOR SPACE APPLICATION AND CONTRACT

Your Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Cell Phone: _____

List products and services that will be displayed and/or sold (ONLY ITEM LISTED HERE WILL BE PERMITTED FOR SALE, AFTER CITY APPROVAL)

NOTE: No space assignment will be made without full payment and approval of your insurance requirements.

- **(Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastic is discouraged. This includes plastic cups and utensils. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities, parks, on city beaches or as part of a City special event.**

WAIVER:

NOTICE: This permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

TO CITY OF DELRAY BEACH: In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

I, the undersigned, do hereby knowingly, freely, and voluntarily release, waive, discharge, indemnify, and hold harmless the City of Delray Beach, its officers, employees, agents, and volunteers from any and all liability, losses, expenses, damages, claims, causes of action or judgments, including without limitation attorneys' fees and court costs, which may be sustained by me and/or my family directly or indirectly in connection with, or which may arise out of, my participation in the event. I acknowledge that the City will not be responsible or liable for any personal injury or property damage caused in whole or in part to my person.

Event will be subject to City COVID-19-related restrictions. COVID-19 safety plan must be enforced during the event.

I have read this agreement and fully understand its terms. I further understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing this agreement and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of, and indemnification from, any and all liability to the greatest extent allowed by law and agree that, if any portion of this agreement is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

NOTICE: This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.

Signature

Date



July 3, 2021

Non-Profit	Free	\$ _____
Exhibitor (literature distribution)	\$25.00	\$ _____
Commercial (selling items)	\$75.00	\$ _____
Food/Food Truck	\$75.00	\$ _____

Optional Rental Package Available

Tent, Table, 2 Chairs (ADD \$125.00) \$ _____

TOTAL \$ _____

**VENDOR MUST SUPPLY APPROVED 10' X 10' TENT, TABLES, CHAIRS,
AND EXTENSION CORDS (min. #12 gauge / 50 - 100ft.)
(OR USE OPTIONAL RENTAL)**

ELECTRIC IS INCLUDED.

Application Deadline: June 18, 2021

Check here if you have additional (over 20 AMPS) electrical needs as fees might apply: ____YES ____NO

Any special requests?

Payment Method:

Please Make Checks Payable to: City of Delray Beach, and mail to: Nan Krushinski, City of Delray Beach, 50 NW 1st Ave., Delray Beach, FL 33444.

Major credit cards can also be accepted by calling Danielle Beardsley at (561) 243-7277 or paying in person at the Delray Beach Community Center, 50 NW 1st Ave., Delray Beach, FL 33444



ALL BOOTH REQUIREMENTS

- **LIABILITY INSURANCE:** A Liability Insurance Policy shall be provided with minimum limits of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as Certificate Holder and Additional Insured under the Liability Policy as well as on any Excess Liability Policy coverage. The official title of the certificate holder is City of Delray Beach, 100 NW 1st Ave., Delray Beach, FL 33444. This official title shall be used in all insurance documentation.
- Any tent LARGER than 10'x10' is required to have a tent permit through the City of Delray Beach Building Department. (\$150 permit fee, plus Fire Department Review fee).

FOOD VENDOR REQUIREMENTS

- Only items listed and approved on this application will be allowed to be sold at the event.
- A menu must be submitted with your application.
- Vendors are NOT allowed to leave booth to sell or sample their products.
- Health department inspection and approval - Your information will be sent to the health department two weeks prior to the event.
- Fire department inspection and approval - Your information will be sent to the fire department two weeks prior to the event. A list of health department and fire department requirements can be obtained by contacting Nan Krushinski at krushinskin@mydelraybeach.com.
- **Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastic is discouraged. This includes plastic cups and utensils. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities, parks, on city beaches or as part of a City special event.**

NON-PROFIT REQUIREMENTS

- IRS non-profit determination letter must be included with your application.

COVID-19 SAFETY PLAN

All participants and visitors must stay home if the following applies:

- Have been diagnosed with COVID-19
- Have COVID-19 symptoms
- Are waiting for COVID-19 test results
- Been exposed to someone with COVID-19

Exhibitors will routinely clean and disinfect surfaces high touch surfaces, including phone and tablet. Avoid handshaking and high fives. Provide hand sanitizer for customers and staff. Personal Hygiene: keep your hands clean by utilizing hand washing stations and hand sanitizer dispensers throughout the event.



VENDOR RULES AND REGULATIONS

- If you are selling a product, vendor must have a business tax receipt through the City of Delray Beach. Vendors are responsible for the collection and payment of their own sales tax. No selling/soliciting outside assigned booth area.
- You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Exhibits and displays must be contained within booth space. Conduct and displays must be appropriate.
- The event staff will not be liable for any losses or damages of any kind that occurs at your booth. No items may be left on site after tear-down.
- No pets or animals are allowed in vendor spacing. Please alert us if you have a service animal.
- Please provide your own tables, chairs and tent, unless otherwise noted on the application. Tents must be weighted to secure. **NO SPIKES ALLOWED.** Any tent larger than 10' x 10' is required to have a tent permit through the City of Delray Beach Building Department (\$150 permit fee, plus Fire Department review fee)
- Please bring your own dolly or hand truck. There is no guarantee you will be able to drive up to your assigned booth.
- Interactive activities are encouraged (games, demonstrations, crafts, etc.).
- If you need electric, please provide your own extension cord. 50' – 100' recommended. All extensions cords **MUST** be properly covered to reduce tripping hazards. You can use Gaffers or Duct Tape, Cable ramps, etc. <https://www.cableorganizer.com/learning-center/articles/tips-convention-cable-management.html>
- Booth spaces are 10'x10', unless otherwise noted. Activities must be limited to assigned space.
- At various times, the Producer videotapes & photographs events to be submitted to the local media, and other publications. By participating in this special event, I/we hereby authorize the Producer to reproduce, copy, exhibit, publish, broadcast or distribute any and all such tapes or photographs.
- All vendor applications will be reviewed to ensure your product or service is the right fit for each event. We will limit the number of vendors selling similar items. Applications are subject to written acceptance by the Delray Beach Parks & Recreation's Special Event Division.
- No subcontracting on this Permit or any other permit associated with the rental/special event is allowed.
- The Producer reserves the right to remove or prohibit any exhibit, which, in his/her opinion is not suitable for the Event. Prohibited activities and/or items include, but are limited to, 1. Burning of any type (open fires, candles, incense, etc.) 2. Consumption or selling of alcoholic beverages. 3. Excessive noise, as determined by Producer.
- No refunds will be given if event is canceled due to weather or circumstances beyond the control of producer. The Producer shall not be held liable for loss or damage suffered as a result of any delay, interruption, or failure in performance, to include loss of facility and/or equipment use, resulting directly or indirectly from natural disasters or unforeseen circumstances. This also includes any action taken by any agency with jurisdiction in this event and/or activity, including but not limited to municipal, state, and/or federal agency, etc.
- **LIABILITY INSURANCE:** A Liability Insurance Policy shall be provided to Producer with minimum limits of Two Hundred Fifty Thousand Dollars (\$250,000) per occurrence combined single limit for bodily injury liability and property damage liability and shall contain minimum limits of Three Hundred Thousand Dollars (\$300,000) per aggregate. **Said insurance policy shall specifically protect the City of Delray Beach by naming City of Delray Beach as Certificate Holder and as Additional Insured under the Liability Policy as well as on any Excess Liability Policy coverage. The official title of the certificate holder is City of Delray Beach, 100 NW 1st Ave., Delray Beach, FL 33444.** This official title shall be used in all insurance documentation.